

EXECUTIVE OFFICE OF THE PRESIDENT
BUREAU OF THE BUDGET
WASHINGTON, D.C. 20503

July 20, 1964

CIRCULAR NO. A-7
Revised
Transmittal Memorandum No. 29

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Amendments to Standardized Government Travel Regulations

1. Purpose. This Transmittal Memorandum promulgates amendments, contained in Attachment A, to the Standardized Government Travel Regulations, as amended effective August 1, 1956 (Circular No. A-7, Revised, of June 22, 1956).

The first amendment prescribes the method by which constructive allowances for common carrier transportation and related per diem are to be determined when for personal reasons employees elect to use privately owned motor vehicles for official travel. The regulations have not specified the basis for computing these constructive allowances. The result has been that, in some instances, computations have been made on a basis which resulted in larger total allowances for per diem and transportation than the employee would have received if he had traveled by the common carrier generally used. The purpose of the amendment is to specify methods of computing these constructive allowances in a more realistic manner.

The second amendment eliminates language in the regulations which urged travelers to use less-than-first-class air accommodations "for flights of relatively short duration (five hours or less)". This language has been interpreted incorrectly in some instances to mean that first-class air accommodations should invariably be authorized for flights of more than five hours. The deletion is made in order to remove the cause for this misunderstanding. The intent is that less than first-class accommodations should be used for flights of any duration, including those substantially longer than five hours, unless there is a definite and compelling reason in a particular case (such as a traveler's physical condition) for using more costly accommodations.

2. Effective date. The amendments become effective with travel beginning on or after August 15, 1964.

ELMER B. STAATS
Acting Director

Attachment

25 YEAR RE-REVIEW

(No. A-7)

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